

**ADVICE OF BORROWER'S CHANGE OF ADDRESS,
NAME, CASE NUMBER, OR LOAN NUMBER**

Mail Code
Date

- ☐ 4A CHANGE IN CASE NUMBER AND LOAN NUMBER
☐ 4B CHANGE IN ZIP CODE
☐ 4C CHANGE IN NAME AND/OR ADDRESS
☐ 4D CHANGE IN CASE NUMBER, NAME, AND ADDRESS
☐ 4F CHANGE IN LOAN NUMBER
☐ 5N CHANGE IN EMPLOYEE RELATIONSHIP CODE

TYPE OF CHANGE									
<input type="checkbox"/> 1. Change of Name to Co-Obligor – Change of Case Number <input type="checkbox"/> Change All Loans <input type="checkbox"/> Partial Change of Loans <input type="checkbox"/> 2. Change of Name – Marriage <input type="checkbox"/> 3. Correction of Spelling – Principal Obligor <input type="checkbox"/> 4. Correction of Spelling – Co-obligor <input type="checkbox"/> 5. Change of Mailing Address Only <input type="checkbox"/> 6. Move Between Counties of Same State – Enter State and New County Code <input type="checkbox"/> 7. Move Between States — Enter New State and County Code <input type="checkbox"/> 8. New or Changed Employee Relationship Code									
Borrower's Old Name									
Old Case Number					New Case Number				
Old Employee Relationship Code					New Employee Relationship Code				

FUND CODE	OLD LOAN NUMBER	NEW LOAN NUMBER	FOCAL INTEREST				

Important: Enter below the new name and address as it is to appear on the records; therefore, last name first. The nineteen character limit, including spaces, or punctuation, per field and five field limit excluding zip code cannot be exceeded. The city and two letter state abbreviation must be shown alone in the last field of the address.

Borrower's New Name and Address

Field #1	<div style="border: 1px solid black; height: 20px;"></div>
Field #2	<div style="border: 1px solid black; height: 20px;"></div>
Field #3	<div style="border: 1px solid black; height: 20px;"></div>
Field #4	<div style="border: 1px solid black; height: 20px;"></div>
Field #5	<div style="border: 1px solid black; height: 20px;"></div>
Zip Code	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>

No. of Name Fields
No. of Address Fields

Date Prepared	(Transferring Field Office Supervisor)
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